University of Wisconsin
SCHOOL OF MEDICINE
AND PUBLIC HEALTH

Fundus Photograph Reading Center

Imaging Request and Information System (IRIS) Electronic Upload User Manual

Effective Date: *11Mar2009* **Supersedes Date:** *New*

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IRIS Overview

The Fundus Photograph Reading Center (FPRC) is excited to announce a new web-based application, the Imaging Request and Information System (IRIS), which will allow you to electronically submit transmittal information and digital images. The reduced time to deliver images to the FPRC, the elimination of mailing costs associated with shipping CD/DVDs, and the elimination of queries associated with CD/DVD burning are reasons to use IRIS. It is possible that slow upload times may deter some sites from using IRIS, but remember that upload time is site dependent and based on your internet provider's upload speed and the volume of traffic on your network.

The purpose of this document is to provide instructions on submitting transmittal information and digital images. A separate document is available describing accessing IRIS.

The URL for IRIS is https://iris.ophth.wisc.edu. To gain access you will need a user name and password. Your user name will be established and provided to you by the FPRC. Your password will be determined by you when you logon to IRIS. If you forget your password or wish to change your password, you can reset or change it at anytime.

This document has two sections: one to gain access as a new IRIS user and one to reset your password.

Before trying to access IRIS, make sure that:

1. You have access to an internet browser. It is recommended that you use either Internet Explorer (version 7.0 or higher) or Mozilla Firefox (version 3.0 or higher). Other browsers may work, but IRIS functionality has been tested using these two browsers.

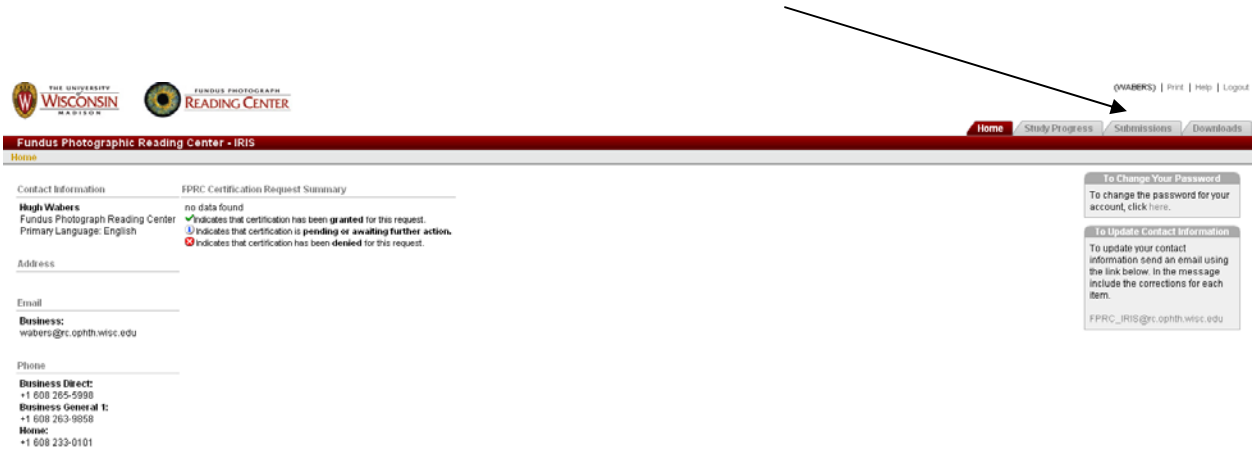
2. You have an up-to-date version of Java installed on your computer. You can access the JAVA webpage: http://www.java.com to check to see if you have JAVA: click the "Do I Have JAVA?" tab. The latest software version may be downloaded free of charge.

Phone and email support will be provided during normal business hours, Monday through Friday, 9:00 a.m. - 4:00 p.m. CST. Phone calls can be made to 608.263.9858, and email should be directed to irishelp@rc.ophth.wisc.edu**.**

We look forward to sharing this new application with you.

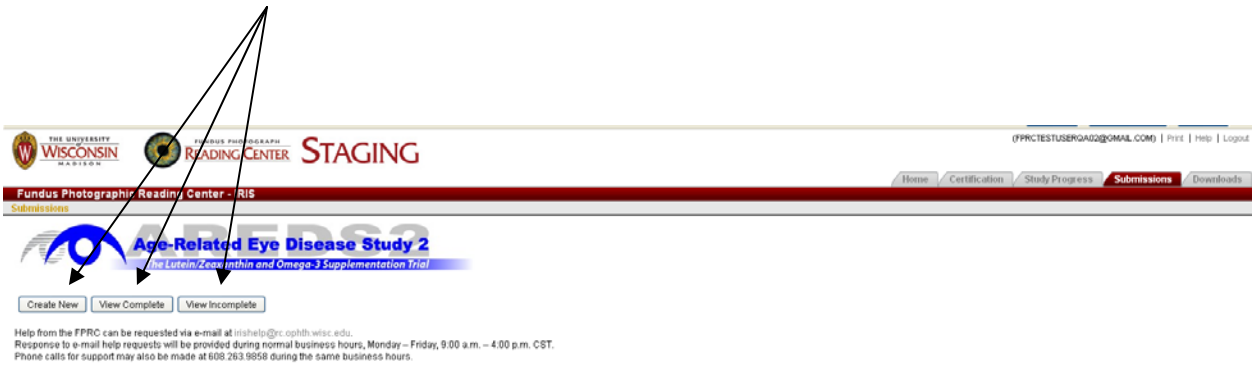
Submissions

Go to the URL for IRIS https://iris.ophth.wisc.edu and log-in using your User Name and password. The home page will open. Click the *Submissions* tab in the upper right corner.



This opens a screen where you can:

- Create a New Submission
- View Completed Submissions
- View Incomplete Submissions


STAGING
Home
Certification
Study Progress
Submissions
Downloads
Fundus Photographic Reading Center - IRIS
Submissions
Age-Related Eye Disease Study 2
Create New
View Complete
View Incomplete
Help from the FPRC can be requested via e-mail at irishelp@rc.ophth.wisc.edu.
Response to e-mail help requests will be provided during normal business hours, Monday – Friday, 9:00 a.m. – 4:00 p.m. CST.
Phone calls for support may also be made at 608.263.9858 during the same business hours.

Create a New Submission

Note: A separate submission is required for each procedure, so if you have 3M-D and AF images for the same patient visit, you will need to go through the entire process twice.

1. Click the *Create New* button. This will open a screen where you can enter patient information regarding your submission.

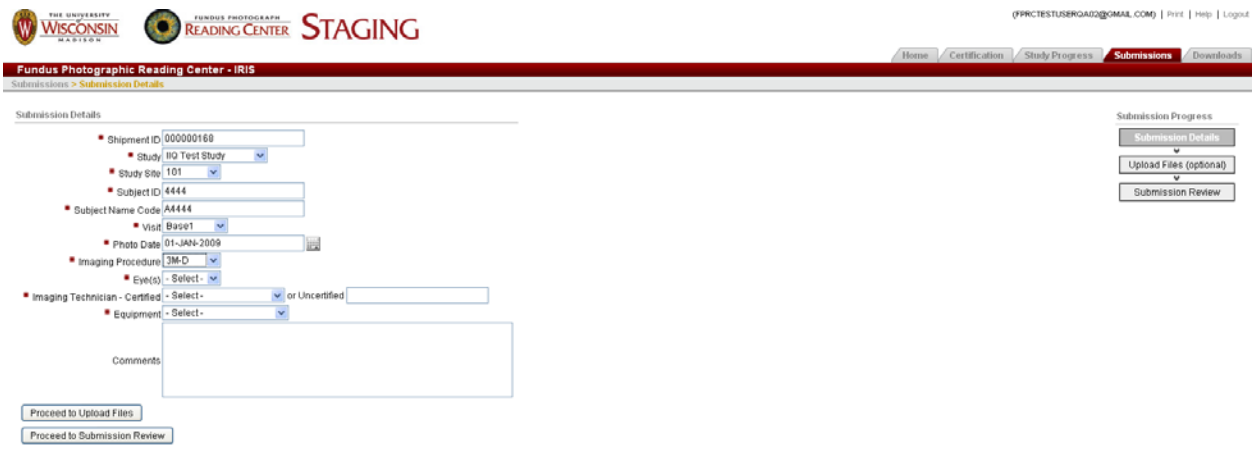
2. Enter the *Shipment ID*. This ID is obtained from EMMES's AdvantageEDC website when you login the same submission into their system. This is double entry because AdvantageEDC and IRIS are two separate websites.

   The *Shipment ID* is **NOT** the Global Trace number!

3. Enter the *Study* by selecting from the pull-down menu. For most sites only AREDS2 will be available. For selected sites the option of AREDS2 or AREDS2 AF will be available if they are involved with the ancillary autofluorescence (AF) study. Once the *Study* is entered, *Study Site* will display.

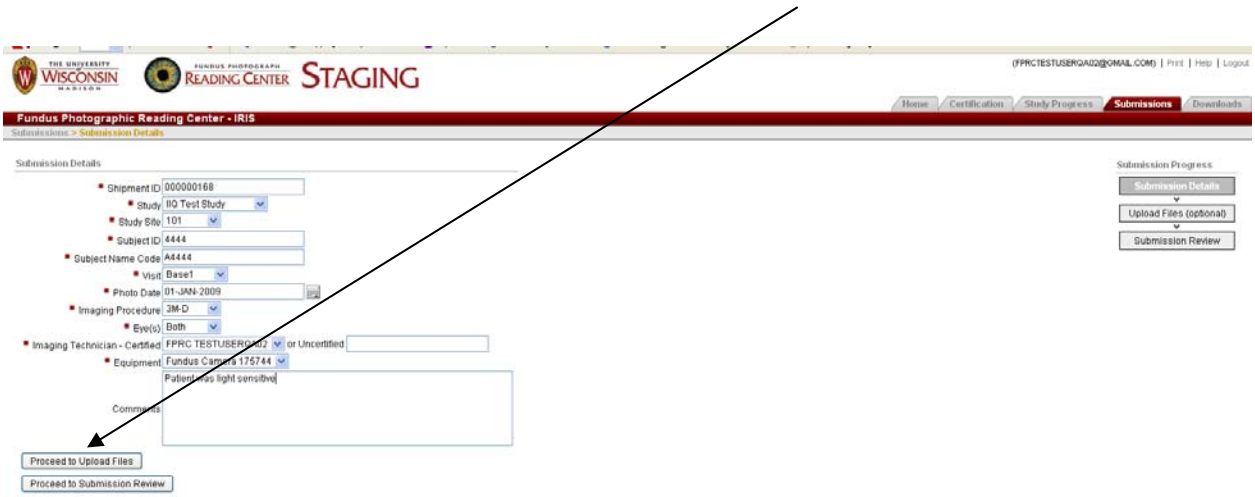
4. Enter *Study Site* by selecting from the pull-down menu. Once *Study Site* is entered, patient information will display.

5. Enter *Subject ID* and *Subject Name Code*. Enter *Visit* by selecting from the pull-down menu. Enter *Photo Date* by entering the date in the correct format (e.g., 01Jan2009) or selecting a date from the calendar icon. Enter the *Imaging Procedure* used for the current submission (remember that each procedure requires a separate submission) by selecting from the pull-down menu. Once the *Imaging Procedure* is entered, additional information will display.



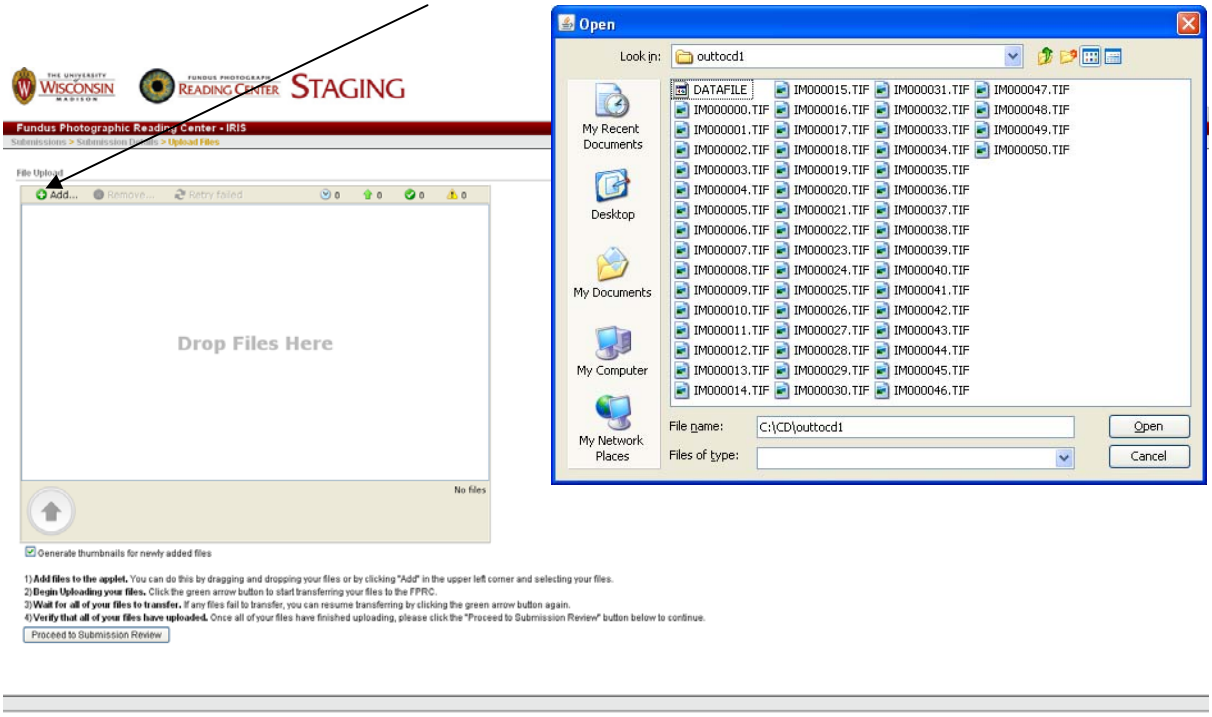
6. Enter *Eye(s)* photographed (Right, Left or Both) by selecting from the pull-down menu. Enter *Imaging Technician* by selecting from the pull-down menu. Any imaging technician who is not certified will not display in the pull-down menu. If this is the case, enter their name in the *Uncertified* field. Enter *Equipment* used to take the images (you will not be able to enter an uncertified piece of equipment—contact the FPRC for instructions). Enter any necessary comments in the *Comments* field.

   Click the *Proceed to Upload* button.



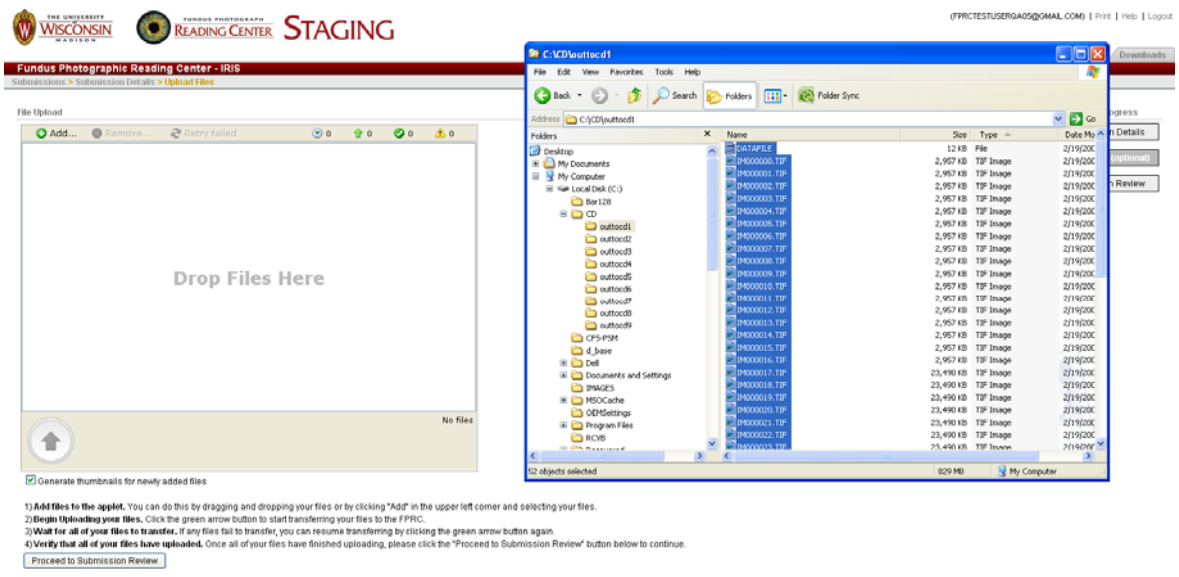
7. A screen will display that allows you to upload the files associated with the patient visit. These files must be the same files you would have previously burned to a CD/DVD. Two methods are available to move files to the upload region. Chose the method that works best for you.

   a. Click the *Add* button, and navigate to the files.



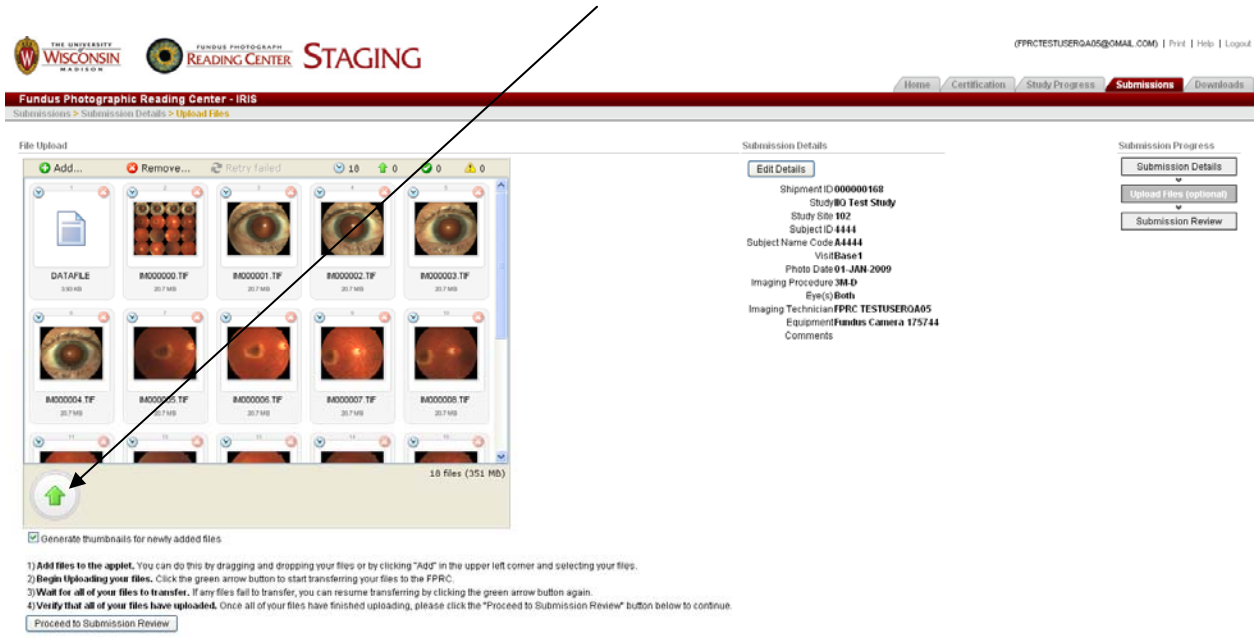
OR

   b. Open a separate window where the files are located and drag them to the upload region.

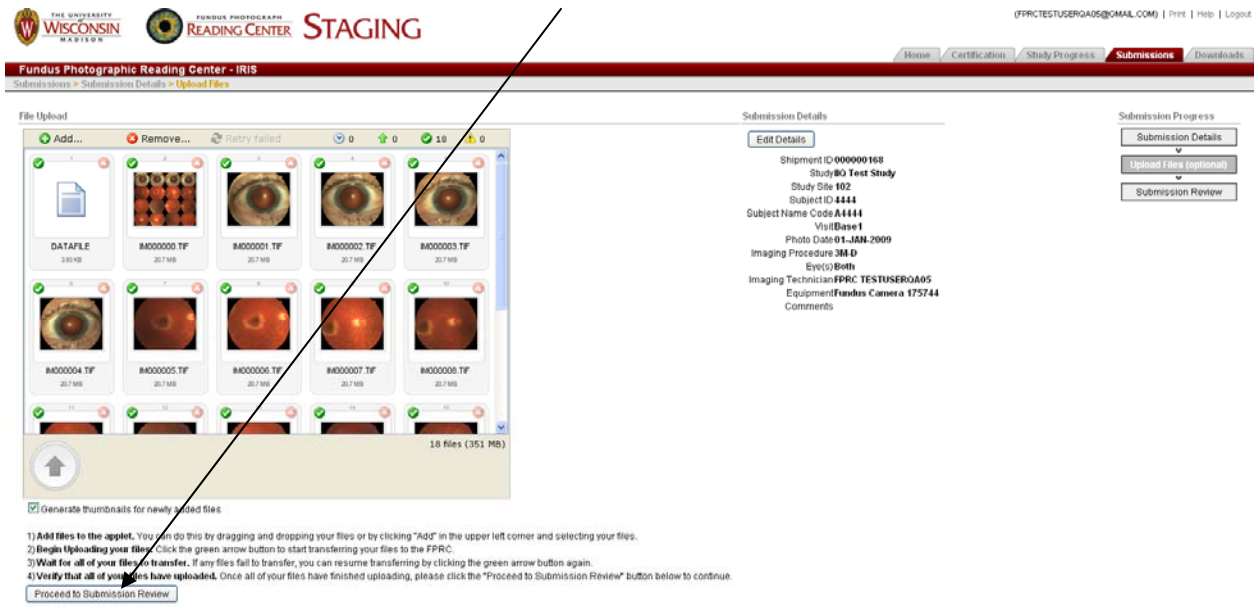


Either method will copy the files to the upload region. Depending on the file type, thumbnail images may or may not be available.

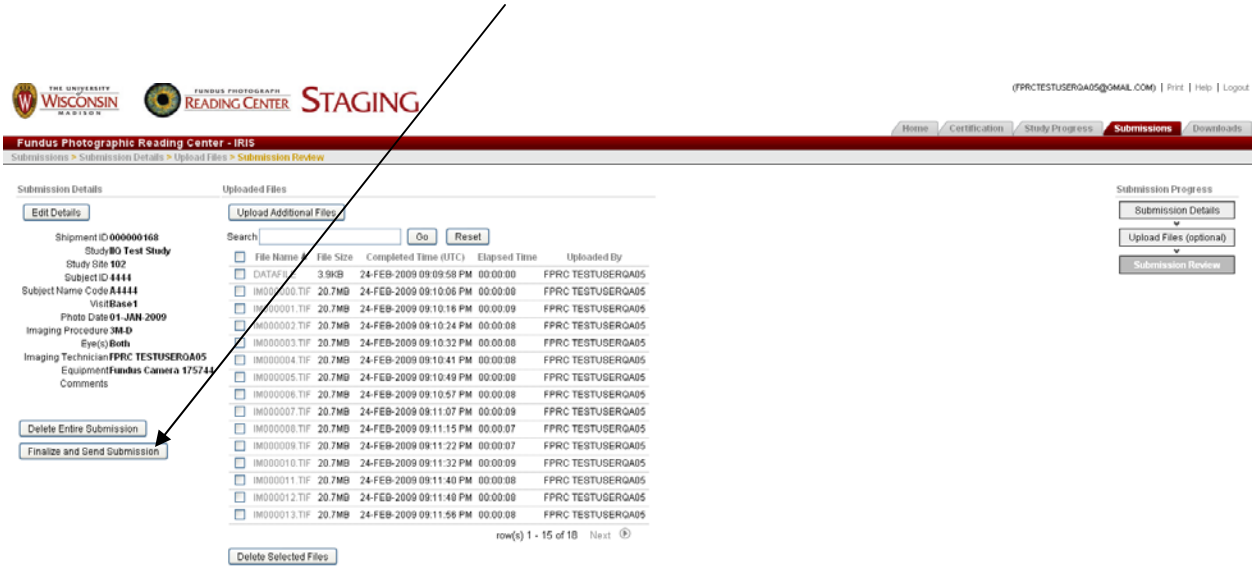
8. Once files are moved to this region, click the green arrow to upload the images. Wait for all of your files to transfer (this may take 5-10 minutes or longer). If any files fail to transfer, you can resume transferring by clicking the green arrow button again.


STAGING
Fundus Photographic Reading Center - IRIS
Submissions > Submission Details > Upload Files
File Upload
Add...
Remove...
Retry failed
18 files (351 MB)
Generate thumbnails for newly added files
1) Add files to the applet. You can do this by dragging and dropping your files or by clicking "Add" in the upper left corner and selecting your files.
2) Begin Uploading your files. Click the green arrow button to start transferring your files to the FPRC.
3) Wait for all of your files to transfer. If any files fail to transfer, you can resume transferring by clicking the green arrow button again.
4) Verify that all of your files have uploaded. Once all of your files have finished uploading, please click the "Proceed to Submission Review" button below to continue.
Proceed to Submission Review
Submission Details
Edit Details
Submission Progress
Submission Details
Upload Files (optional)
Submission Review

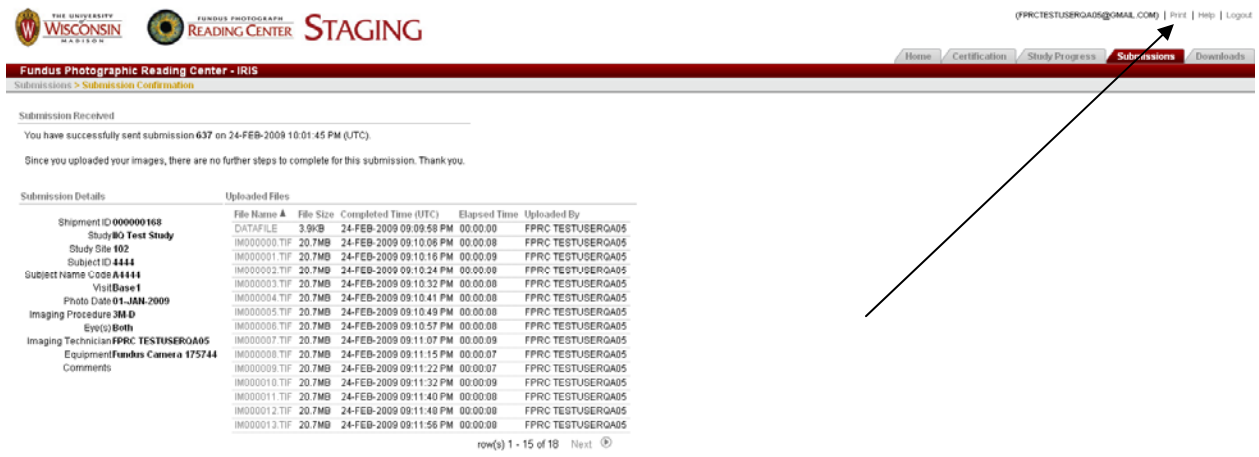
9. Click the *Proceed to Submission Review* button.


STAGING
Fundus Photographic Reading Center - IRIS
Submissions > Submission Details > Upload Files
File Upload
Add...
Remove...
Retry failed
18 files (351 MB)
Generate thumbnails for newly added files
1) Add files to the applet. You can do this by dragging and dropping your files or by clicking "Add" in the upper left corner and selecting your files.
2) Begin Uploading your files. Click the green arrow button to start transferring your files to the FPRC.
3) Wait for all of your files to transfer. If any files fail to transfer, you can resume transferring by clicking the green arrow button again.
4) Verify that all of your files have uploaded. Once all of your files have finished uploading, please click the "Proceed to Submission Review" button below to continue.
Proceed to Submission Review
Submission Details
Edit Details
Submission Progress
Submission Details
Upload Files (optional)
Submission Review

10. From this screen verify that all information is correct and that all the files have been uploaded. If more than 15 files are uploaded, you can view the remaining files by clicking the *Next* word/link at the bottom right of the file listing. Once verified click the *Finalize and Send Submission* button.

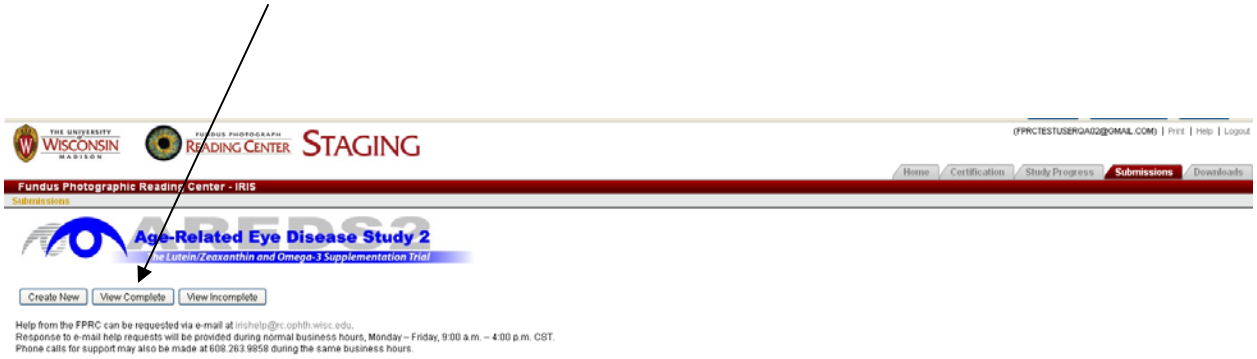


11. The next screen that displays will be a confirmation page. If you need a hard copy, print it for you records by clicking the word/link *Print* in the upper right corner of the screen. A hard copy may not be necessary because the information and contents of the submission will always be available from the *Submissions* tab (by going to the *View Complete* button).


STAGING
Fundus Photographic Reading Center - IRIS
Submissions > Submission Confirmation
Submission Received
You have successfully sent submission 637 on 24-FEB-2009 10:01:45 PM (UTC).
Since you uploaded your images, there are no further steps to complete for this submission. Thank you.
Submission Details
Uploaded Files

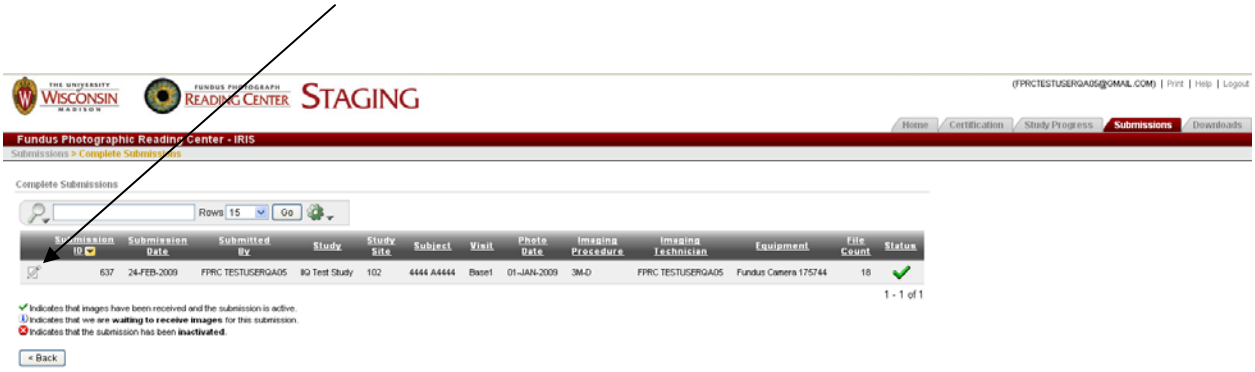
View Completed Submissions

1. Click the *View Complete* button after clicking the *Submissions* tab in the upper right portion of the screen. A screen will open where you can view all submissions completed

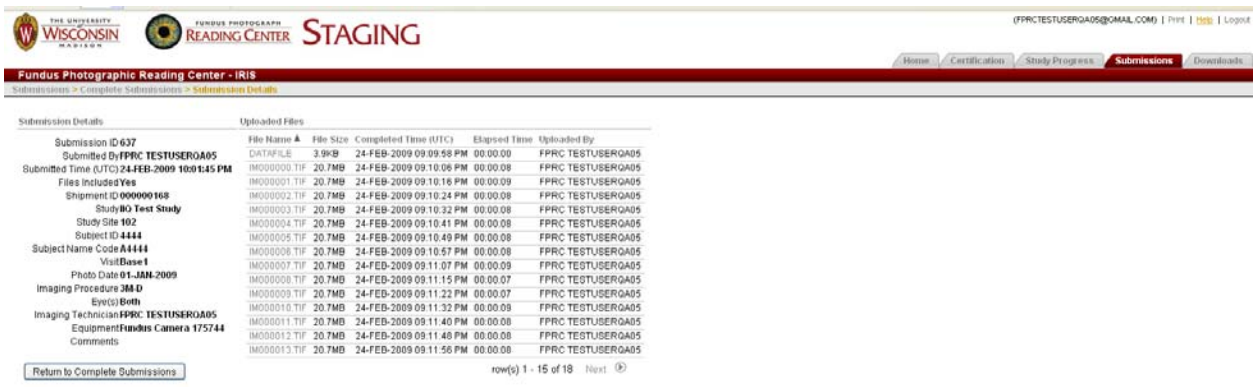


from your site for AREDS2.

2. From this screen you can select a specific submission to view details. To view the details click the pencil/paper icon at the left side of the entry.

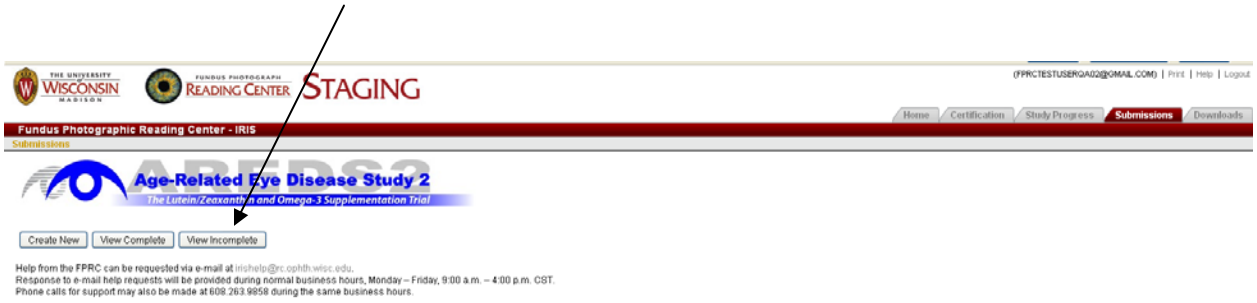


3. An example of a submission's detail is illustrated below. You will always have access to every submission using IRIS.



View Incomplete Submissions

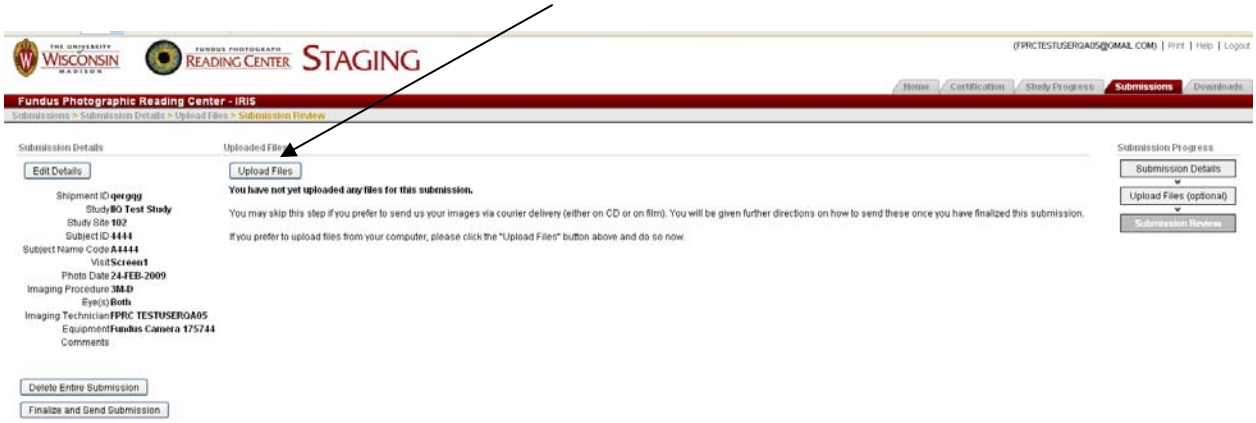
1. Click the *View Incomplete* button after clicking the *Submissions* tab in the upper right portion of the screen. This will take you to a page where you can view all incomplete submissions from your site for AREDS2. Submissions that have patient/photographer/equipment information entered but no images or an incomplete



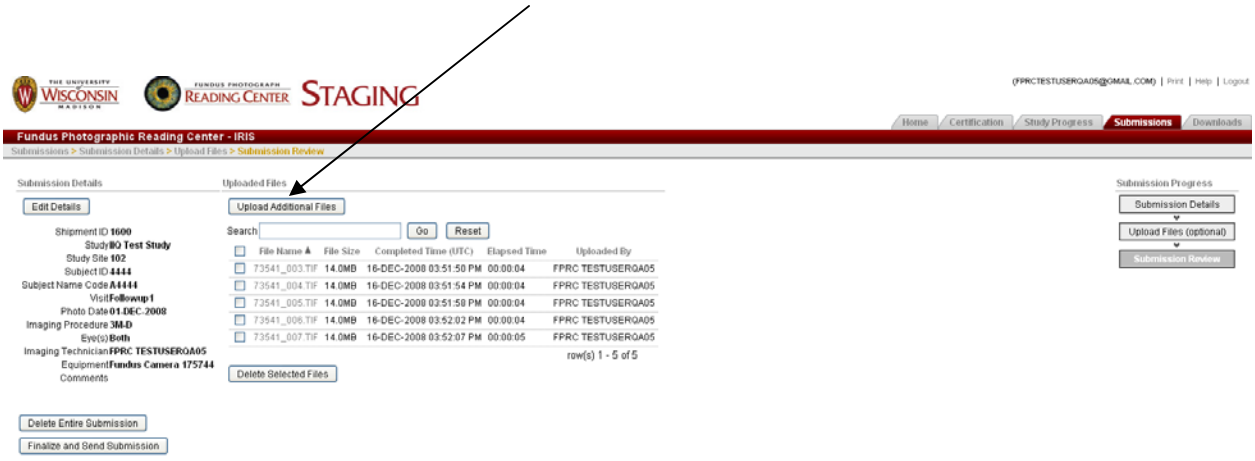
number of images will typically be found in this area.

2. From this screen you can select a specific submission to view details. To view the details click the pencil/paper icon at the left side of the entry.

3. If the submission has no images associated click the *Upload Files* button and proceed as instructed in the *Create New Submissions* section of this manual.


STAGING
Fundus Photographic Reading Center - IRIS
Submission Details
Edit Details
Uploaded Files
Upload Files
You have not yet uploaded any files for this submission.
You may skip this step if you prefer to send us your images via courier delivery (either on CD or on film). You will be given further directions on how to send these once you have finalized this submission.
If you prefer to upload files from your computer, please click the "Upload Files" button above and do so now.
Submission Progress
Submission Details
Upload Files (optional)
Submission Review
Delete Entire Submission
Finalize and Send Submission

4. If the submission requires additional images to be uploaded click the *Upload Additional Files* button and proceed as instructed in the *Create New Submissions* section of this manual.



Approval

The following signatures indicate approval of this document.

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Manager, Document Control

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